



**Hillsborough County**  
**PUBLIC SCHOOLS**  
*Excellence in Education*

**JOB DESCRIPTION**

**Title: Administrator on Special Assignment, Measuring Effective Teaching Project**  
**Job Code: xxxxx**

**FLSA Status: Exempt**  
**Class: Administrative**  
**Job Family: Information and Technology**  
**Division: Information and Technology**  
**Salary Schedule: Administrator on Special Assignment**

**Board Approved Date:**

**SUMMARY:** Provides leadership in curriculum improvement programs for senior high schools, and works with the Assistant Superintendent for Instruction and other directors in matters concerning secondary curriculum.

**SPECIFIC ASSIGNMENT:** This position is responsible for the oversight and daily operation of the Measuring Effective Teaching (MET) Project, a partnership with the Bill and Melinda Gates Foundation.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide overall project management of the grant.
- Oversee the grant budget.
- Act as liaison between the research team, other project partners, and HCPS.
- Ensure fidelity of project implementation.
- Coordinate data management.
- Attend school/school system functions involving public schools of Hillsborough County.
- Other general responsibilities may be assigned.

**COMPETENCIES:** The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Communication - Expresses ideas and thoughts verbally and in written form. Exhibits good listening and comprehension skills. Keeps others adequately informed. Selects and uses appropriate communication methods.

Job Knowledge - Displays work-related skills and knowledge appropriate to subject matter. Demonstrates appropriate technical skills or knowledge required to perform the essential duties as described in the job description.

Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

Project Management - Develops and coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Planning and Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; integrates changes smoothly; sets goals and objectives; works in an organized manner.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

**Education/Experience**

Possess a master's degree. Certification in a Subject Area and Educational Leadership or Administration/Supervision. Three years of successful teaching experience and three years successful experience as an administrator or supervisor. Knowledge of county-wide instructional program as well as separate phases of curriculum. Must have ability to work cooperatively and effectively with teachers, supervisors, and principals.

**Language Skills**

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak effectively before groups of administrators, teachers, and agencies.

**Reasoning Ability**

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Requirements**

While performing the duties of this job, the employee is regularly required to stand; walk; sit and talk or hear.

**OTHER:** Ability to work with school personnel, district-level staff, and public.

**WORK ENVIRONMENT:** The noise level in the work environment is usually quiet.

**SUPERVISORY EXPECTATIONS:** Manage assigned instructional and clerical staff. Take responsibility for the overall direction, coordination, and evaluation of assigned teams. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**DISTRICT EXPECTATIONS:** All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission goals, and Strategic Plan; to engage in civility, respect, and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**NOTE:** School Board Policy 6.01 ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability, or age.



**Hillsborough County**  
PUBLIC SCHOOLS  
*Excellence in Education*

**JOB DESCRIPTION**

Title: Supervisor - Measuring Effective Teaching Project  
Job Code: xxxxx

FLSA Status: Exempt  
Class: Administrative  
Job Family: Information and Technology  
Division: Information and Technology  
Salary Schedule: Y-04 + Benefits

Board Approved Date:

**SUMMARY:** Provides support, leadership, and assistance in the implementation of the Measuring Effective Teaching Project.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following. Other duties may be assigned.

Schedule classroom observations and conferences for the 700-1000 teachers involved in the project by working closely with researchers from the Bill and Melinda Gates Foundation and school personnel.

Communicate project information to principals and teachers.

Provide support in the process of validating teachers' student rosters.

Act as liaison between the Bill and Melinda Gates Foundation, Curriculum and Instruction, the Department of Secondary Education, Middle School Education, Elementary Education, Assessment and Accountability, Information Services, Guidance Services, and the Grants and Research Office.

**COMPETENCIES:** The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Achievement Focus - Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals.

Communication - Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Exhibits good listening and comprehension skills. Keeps others adequately informed. Selects and uses appropriate communication methods.

Performance Coaching - Defines responsibilities and expectations. Sets goals and objectives. Gives performance feedback. Motivates for increased results. Recognizes contributions. Encourages training and development.

Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.

Project Management - Develops and coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Planning and Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; integrates changes smoothly; sets goals and objectives; works in an organized manner.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

**Education/Experience**

Professional qualifications include a master's degree and certification in a subject area. Applicants must hold or be eligible for Florida certification in Educational Leadership. [An appointee who does not possess Educational Leadership certification will be provided four years from date of appointment to obtain it.] Three years successful teaching experience and strong skills in oral and written communication are required. Experience in program or staff development in public or private sector is beneficial.

**Language Skills**

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak effectively before groups of administrators, teachers, and agencies.

**Reasoning Ability**

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Requirements**

This position is classified as sedentary.

**Other:** Knowledge of countywide instructional program; demonstrated ability to work with school personnel, district level staff, and public.

**WORK ENVIRONMENT:** The noise level in the work environment is usually quiet.

**DISTRICT EXPECTATIONS:** All employees are expected to demonstrate regular and predictable attendance; to support the district's vision, mission goals, and strategic plan; to engage in civility, respect, and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**NOTE:** School Board Policy 6.01 ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability, or age. The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.

BILL & MELINDA  
GATES *foundation*

PO Box 23350  
Seattle, WA 98102, USA  
V 206/709.3100  
F 206/709.3180  
www.gatesfoundation.org

October 20, 2009

Mary Ellen Elia  
Superintendent  
Hillsborough County Public Schools  
901 East Kennedy Boulevard  
Tampa, FL 33602

Re: U.S. Programs Grant Number OPP1008836  
Intensive Partnership Site - Participation in MET Research Study

Dear Ms. Elia:

The Bill & Melinda Gates Foundation (the "Foundation") is pleased to award Hillsborough County Public Schools ("HCPS") a grant in the amount of up to \$2,252,146 for the period beginning on the date you sign this agreement (the "Start Date") to October 31, 2011 (the "Grant Period"). This agreement (the "Grant Agreement") contains the terms and conditions of this grant.

**Charitable Purpose of the Grant.** The charitable purpose of this grant is to support construction of multi-faceted measures of effective teaching with the goal of dramatically strengthening measures of effective teaching and providing evidence that can support the entire education field in improving student outcomes, as described in your proposal (the "Proposal") and budget (the "Budget") dated September 22, 2009 (together, the "Project").

**Tax-Exempt Status.** HCPS confirms it is a governmental unit within the meaning of sections 170(b)(1)(A)(v) and 170(c)(1) of the Internal Revenue Code of 1986 because it is a state, or a political subdivision, agency or instrumentality of a state, or the United States federal government, or the District of Columbia. You agree to advise us immediately if there is any change in your organization's exempt status during the Grant Period.

**Use of Grant Funds.** Grant funds may only be used for the Project. Any grant funds unexpended or uncommitted at the end of the Grant Period must be promptly returned to the Foundation. Any Budget cost category change of more than 10% must be approved in writing by the Foundation in advance. You may not use the grant funds to reimburse any expenses you chose to incur prior to the Start Date.

**Political Campaign/Lobbying Activity.** Grant funds may not be used to influence the outcome of any election for public office or to carry on any voter registration drive. This grant is not in any way earmarked to support lobbying activity or to otherwise support attempts to influence local, state, federal, or foreign legislation.

**Investment of Grant Funds.** Grant funds must be invested in highly liquid investments (such as interest-bearing bank accounts) with the primary objective of preservation of principal so that they are available for the Project. The Foundation requires you to report the amount of any interest or other income generated by the grant funds, including currency conversion gains (collectively "Interest"). Any

Interest must be used for the Project. At the end of the Grant Period, any remaining Interest must be applied to another of your Foundation-funded projects (current or under consideration).

**Engagement of Personnel or Payment of Stipends.** There is no agreement, oral or written, by which the Foundation may select project management staff or any other personnel (whether they be individuals or entities) retained by HCPS to implement the Project. While the Foundation may provide input to HCPS on the qualifications of potential candidates, HCPS shall have control, in fact, over the selection of project management staff or any other personnel retained, whether as employees or consultants, to implement the Project, and HCPS will make the selection completely independently of the Foundation. HCPS will select the teacher and school participants in the Project in its sole discretion and the payment of any incentives to participating teachers and schools will be HCPS's sole responsibility.

**Classroom Assignments of Student Participants.** The assignment of student participants to a particular classroom on a lottery or random basis or otherwise will be determined by HCPS in its sole discretion.

**FERPA Compliance.** HCPS, in cooperation with the Foundation, will obtain the necessary permissions and consents from teacher and student participants in the Project. Nothing in this Grant Agreement requires HCPS to share any student personally identifiable information with the Foundation, its grantees or contractors in violation of the Family Educational Rights and Privacy Act (FERPA) and applicable state law. The Foundation, in cooperation with HCPS, will comply with FERPA and applicable state law as to any data and other information obtained by the Foundation as a result of the project.

**Subgrants and Subcontracts.** You have the exclusive right to select subgrantees and subcontractors for the Project. The Foundation has not earmarked the use of the grant funds for any specific subgrantee or subcontractor. You, and not the Foundation, are responsible for ensuring that all subgrantees and subcontractors use grant funds consistent with this Grant Agreement and the Proposal. Neither you nor your subgrantees or subcontractors may make any statement or otherwise imply to donors, investors, media or the general public that the Foundation directly funds the activities of any subgrantee or subcontractor. Any agreements with subgrantees and subcontractors you engage to assist with the Project must include the following language: "Your organization has been selected to participate in this Project at our discretion. You may not make any statement or otherwise imply to donors, investors, media or the general public that you are a direct grantee of the Bill & Melinda Gates Foundation ("Foundation"). You may state that Hillsborough County Public Schools is the Foundation's grantee and that you are a subgrantee or subcontractor of Hillsborough County Public Schools for the Project."

**Payments and Reports.** This table shows the deliverables (including reports) and milestones for this grant. Where indicated, the Foundation's payment is contingent on satisfaction of the listed deliverable and/or milestone. The Foundation may authorize changes to the payment and reporting schedules from time to time where appropriate. The Foundation will confirm any such changes in writing. You acknowledge and agree that the Foundation's obligations under this Grant Agreement (including all payments under this grant) are contingent upon a legal determination made by the Foundation in its discretion regarding the requirements for parental consent with respect to compliance with section 934.03(1)(a) Florida Statutes (to the extent it applies to videotaping teachers and students in the classroom.)

Payment Date	Payment Amount	Milestone or Deliverable	Due by	Reporting Period
October 2009	\$1,512,733	Signed Grant Agreement	October 23, 2009	N/A
January 2011	Up to \$739,413	Progress Report	December 1, 2010	Start Date to October 31, 2010

N/A	N/A	Final Report	January 15, 2012	Start Date to October 31, 2011
<b>AWARD TOTAL:</b>	<b>\$2,252,146</b>			

**Milestones.** For a report to be satisfactory, you must demonstrate meaningful progress against the milestones listed in the Proposal.

**Report Templates.** You are required to submit one or more reports regarding the expenditure of grant funds and your progress on the Project. The Foundation's report templates and submission guidelines for this grant can be found at <http://www.gatesfoundation.org/edextranet/Pages/grant-reporting.aspx>. These templates and guidelines are subject to change. Please submit reports electronically to your Program Officer and Program Coordinator. The Foundation will send you an email with the contact information for these individuals. You also agree to submit other reports that the Foundation may reasonably request.

**Record Maintenance and Inspection.** The Foundation requires that you maintain adequate records for the Project to enable the Foundation to easily determine how the grant funds were expended. Your books and records must be made available for inspection by the Foundation or its designee at reasonable times to permit us to monitor and conduct an evaluation of operations under this grant.

**Compliance.** The Foundation has the right at its discretion to terminate or suspend the grant or withhold payment if (a) the Foundation is not reasonably satisfied with your progress on the Project; or (b) significant leadership or other changes occur that the Foundation believes may threaten the Project; or (c) you fail to comply with any term or condition of this Grant Agreement. On termination, if requested by the Foundation, you agree to promptly return to the Foundation any unspent and uncommitted grant funds (as of the date of termination) previously distributed to you by the Foundation for the Project.

**Research and Evaluation.** The Foundation values research and evaluation of the projects it funds. You agree to inform the Foundation of any research or evaluation you conduct or commission regarding the Project and to provide to the Foundation a copy of any report or findings from the research or evaluation. The Foundation or its evaluation partner will notify you in writing of your inclusion in any research project undertaken by the Foundation. If you are selected to participate in Foundation-sponsored research or evaluation for the Project, you agree to (a) allow and facilitate the Foundation's evaluation partner to implement an evaluation plan; (b) identify an on-site evaluation coordinator who will serve as a contact; (c) facilitate the collection of data; and (d) permit the Foundation to disseminate the results of the research or evaluation. The Foundation's evaluation partner will provide appropriate privacy and other protections to participants.

**Access.** You acknowledge the Foundation is making this grant in furtherance of its charitable purposes and, as a condition, you agree to conduct and manage the Project, and Project technologies and information, in a manner that enables (a) the knowledge gained during the Project to be promptly and broadly disseminated, and (b) the intended product(s) to be made available and accessible at reasonable cost to support education including state educational agencies, school districts, other public and private school systems and public libraries. Your commitment to these access principles in regard to Project technologies and information will survive the Grant Period.

**Grant Announcements, Public Reports and Use of Foundation Name and Logo.** The Foundation will include information on this grant in our periodic public reports and may make grant information public at any time on its web page and as part of press releases, public reports, speeches, newsletters, and other public documents. If you wish to issue a press release or announcement regarding the award of this grant, you must obtain advance approval from the Foundation of the press release and the date of release. You also agree to obtain advance approval from the Foundation for any other use of the Foundation's name or

logo. The Foundation requests an opportunity to review and comment on subsequent press releases or reports that are directly related to the grant. Please contact Eli Yim at 206.709.3309 or [Eli.Yim@gatesfoundation.org](mailto:Eli.Yim@gatesfoundation.org) at least two weeks before any press release, announcement or other publication date.

**Counterparts: Original.** This Grant Agreement, including any amendments, may be executed in counterparts which, when taken together, will constitute one Grant Agreement. Copies of this Grant Agreement will be equally binding as originals and faxed or scanned and emailed counterpart signatures will be sufficient to evidence execution, though the Foundation may require you, the grantee, to deliver original signed documents.

**Assignment.** This Grant Agreement or any of the rights or obligations under this Grant Agreement may not be assigned without the Foundation's prior written consent. An assignment includes (a) any transfer of the Project; (b) an assignment by operation of law, including a merger or consolidation, or (c) the sale or transfer of all or substantially all of your organization's assets.

**Entire Agreement. Severability and Amendment.** This Grant Agreement is our entire agreement and supersedes any prior oral or written agreements or communications between us regarding its subject matter. The provisions of this Grant Agreement are severable so that if any provision is found to be invalid, illegal, or unenforceable, such finding shall not affect the validity, construction, or enforceability of any remaining provision. This Grant Agreement may be amended only by a mutual written agreement of the parties.

Please sign and return this Grant Agreement to Kumi Kato, Grants Assistant. Please keep a copy for your records. If you have questions, please contact Anna Moore, Grants Administrator, at [Anna.Moore@gatesfoundation.org](mailto:Anna.Moore@gatesfoundation.org) or 206.709.3701.

On behalf of the Foundation, may I extend every good wish for the success of your work.

Sincerely,

Diane de Ryss  
Director of Program Operations, US Program

Hillsborough County Public Schools, by its authorized representative agrees to the terms and conditions of this Grant Agreement.

---

Mary Ellen Elia  
Superintendent

---

Date